Tinh Ngo

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May 05, 2010

Denise Ordoyne, R.N.

West Jefferson Medical Center

Emergency Department

1101 Medical Center Blvd.

Marrero, LA  70072

Dear Ms. Ordoyne,

I am writing to express my interest in exploring opportunities for employment with West Jefferson Medical Center upon graduation. In December 2010, I will receive my Bachelor of Science degree in Nursing. I look forward to using my knowledge and am seeking a position as a nurse assistant. I am particularly interested in becoming a Nurse Assistant in the Emergency Department.

I have held several internships in the nursing field in both the hospital and clinical settings. I have worked with a range of people from children to adolescents and to the elderly. I have also worked in a nursing home for two consecutive summers. My job consisted of assisting the elderly with their daily needs as well as performing support functions. I have learned to work as a team member and am confident that I am able to work effectively to fulfill the duties assigned to a nurse assistant.

My enclosed resume defines the qualifications and skills that I will bring to your hospital. Aside from my academic background, I have several experiences with working with people in the medical setting. In addition, I have a strong background in working with people and have excellent communication skills. I have the ability to remain calm and patient under pressure, and I am willing to accept all responsibilities associated with a nurse assistant.

I am available Monday-Friday from 2pm to 5pm. I can be reached at the number as address listed above. I look forward to hearing from you and the possibility of my association with the hospital. Thank you for your time and consideration.

Sincerely,

Tinh Ngo

Enclosure